

# California Housing Finance Agency

## Job Opportunity

### Office Technician (Typing) 2 positions

Salary Range	\$2465-3050
Final File Date	Open until filled
Division	Homeownership Division
Specific Location	12 <sup>th</sup> & L Streets, Downtown Sacramento
Tenure & Time base	Permanent & Full-time
Number of Positions	Two
Questions?	Contact Lisa Bixler at 916-322-1948 or lbixler@calhfa.ca.gov. California Relay Telephone Service for the Deaf or Hearing Impaired: from TDD phones: 800-735 2929, from voice phones 800-735-2922.
Who Should Apply	Qualified candidates must have eligibility for State employment either by being in a reachable rank on an employment list for this classification, or by having transfer/reinstatement eligibility to this classification. Please state your eligibility for this vacancy in Section 12 of your application. SROA/Surplus/Reemployment status applicants should attach proof of this status to the application.
How to Apply	Submit a standard State application form (resume may be attached) to: Lisa Bixler California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available at the State Personnel Board's website at <a href="http://www.spb.ca.gov">www.spb.ca.gov</a> or by contacting CalHFA. *Please specify that you are interested in the Homeownership position on your application.
Duties	<p>The Office Technician (Homeownership) is the advanced journey level clerical position which regularly performs the most difficult administrative duties. Under the direction of a Homeownership Housing Finance Officer, the Office Technician is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks. Incumbents regularly deal with sensitive public contacts and the origination of correspondence requiring detailed knowledge of regulations, policies and procedures. Good judgment and the ability to communicate effectively are of primary importance at this level. Security and confidentiality is paramount. Specific duties include the following:</p> <p><i>Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i></p> <p><i>It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.</i></p> <p><b>Essential Functions:</b></p> <p><b>Loan Production:</b></p> <p>20% Without direct supervision, be responsible for identifying and logging in incoming loan packages and legal documents for either (first half) conditional review or (second half) purchase review. Examine each loan package or document to determine if it should be logged into the Homeownership Single Loan or BLOCK reservation systems or filed in an existing open file. Verify the applicable status code. Log subordinate loan documents into the Prop 1A system and update lender reservations submitted by lenders.</p> <p>20% Be proficient in operating an imaging machine to prepare imaged electronic files of lender manually submitted files and documents for both (first half) conditional reviews and (second half) purchase reviews. Be equally proficient in organizing and indexing each file to make sure that imaged documents are in a prescribed order for sequential electronic selection and review by tax compliance reviewers. Be original and resourceful in resolving both equipment and indexing issues to ensure that needless delays in the process do not occur.</p> <p>10% Respond to phone and e-mail requests from staff and lenders in a professional manner. Fax or mail loan files, recapture notices, notes, deeds and other documents in a manner that ensures confidentiality. Maintain the security and confidentiality of approved loan files awaiting purchase. Transfer purchased loan files to archives. Order loan files from archives when required.</p> <p><b>General Duties:</b></p> <p>10% Open, identify and distribute mail to appropriate staff and/or departments. Ensure that mail is distributed in a confidential manner. File, copy, fax, ship and mail letters, notices, bulletins, announcements, brochures, etc. to lenders, borrowers and others via UPS/FedEx, Internet or U.S. Mail. Maintain office supplies, coordinate maintenance and repair of copiers, printers, fax machines, imaging machines and</p>

	<p>other office equipment.</p> <p>10%    Respond to phone inquiries from the general public. Provide general information and route callers to appropriate staff and/or departments. Receive and assist visitors. Make sure confidentiality is preserved when visitors enter Homeownership work space.</p> <p>10%    Prepare and process equipment request forms (ERFs). Prepare memos and other miscellaneous documents (including electronic correspondence) from drafts prepared by staff utilizing word processing and database management programs. Maintain chron files. Distribute information and/or material to staff.</p> <p>Special Duties:</p> <p>10%    Update, print and mail weekly report letters on behalf of the Homeownership Commitment Manager. Create and maintain list for the Commitment Manager's letters. E-mail special loan status reports to lenders. Assist with training clerical temps. Demonstrate proper procedures and good judgment in carrying out work assignments.</p> <p>Marginal Duties:</p> <p>5%    Responsible for ensuring that security and confidentiality is preserved by unlocking and locking loan file cabinets each morning and evening. Set up, maintain and purge files.</p> <p>5%    Perform other duties as assigned.</p>
7/17/2006	